

**BID FORM
PRODUCTS AND/OR SERVICES
OVER \$5,000.00**

GRANT RECIPIENT: _____ Grant # _____

Check one: ☐ New Bid ☐ Renewal - Original bid submitted under Grant # _____
 ☐ Sole Source

Note: You must solicit at least three (3) bids. If your project specifications change after you have opened the bid or after selecting a contract, you must rebid.

Item or service to be purchased:

- | | | |
|---------------------------------------------|---------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Poster | <input type="checkbox"/> Brochure | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Marketing Research | <input type="checkbox"/> Slide Shows/Videos | <input type="checkbox"/> Fulfillment |
| <input type="checkbox"/> Other _____ | | |

Company Contacted	Contact Person	What Was Bid/Proposal

Attach copy of evaluation sheets and summary points, in addition to the signed subcontract. If a company did not reply to your proposal, please indicate.

Company selected: _____

Justify why this company was selected:

Renewal - You can renew a contract only if it was originally bid under the ITC grant program. State your reasoning for using the same contractor for this project. (You must go out for bid at least every three years in the case of contract renewals.)

Sole Source - Before you award a sole source contract, you must check with the Department of Commerce for approval. Please indicate, in writing, why you are claiming sole source and the agency you have selected to contract with. (See ITC Guidelines and Glossary.)

REMINDER: Upon selection of this company, be sure to submit a signed contract to the Department of Commerce. The department shall, according to the contract, review and approve all proposed subcontracts entered into by the Grantee. (See Subcontract Requirements.)

Mail to: Department of Commerce
 ITC Grant Program
 P.O. Box 83720
 Boise, Idaho
 83720-0093